

December 3, 2018

TO: THE EMERGENCY FOOD ASSISTANCE PROGRAM PROVIDERS AND
CALIFORNIA FEEDING AMERICA MEMBERS

FROM: DON WILLIAMS, Manager
Food Distribution Unit

SUBJECT: **ADDENDUM 1: FY 2018-19**
CALIFORNIA FOOD BANK CAPACITY PROGRAM

The purpose of this letter is to notify the existing Emergency Food Assistance Program providers (Providers) under contract with the department and/or Feeding America members located in California (Eligible Entities) of an addendum to the California Food Bank Capacity Program (Program) Request for Application (RFA).

The deadline for application submission has been extended from November 30, 2018, to December 14, 2018. Please see the updated schedule of events below:

ACTIVITY	DATE
RFA Release Date	November 2, 2018
RFA Webinar	November 16, 2018 at 9:00 a.m.PST
Application Due Date	December 14, 2018, 5:00 p.m. PST
Tentative Award Notification	January 15, 2019
Service Implementation	January 15, 2019

RFA Food Bank Capacity Program Addendum 1

Questions and Answers

The following questions were submitted by email or asked during the Food Bank Capacity Webinar on November 16, 2018. The answers that follow are part of the Request for Applications (RFA) referenced above and serve as an addendum to the information originally published on November 16, 2018.

The answers below provide general direction in direct response to questions submitted for this RFA and are given without consideration for impact to an application's score. Please reference the RFA for the potential impact on scoring of the applications.

Questions

1. Could you send out the slides from this webinar?

Response:

Yes, and it will also be posted at <http://www.cdss.ca.gov/inforesources/EFAP/Subprograms-and-Information>.

2. Will you be posting these slides and responses to all questions on your website?

Response:

Yes, it will be posted at <http://www.cdss.ca.gov/inforesources/EFAP/Subprograms-and-Information>.

3. Will the extended application deadline be posted in writing?

Response:

Yes, an amendment to the Grant Agreement will be sent out.

4. So new due date is now Dec 14??

Response:

Yes, but the sooner we receive it, the better.

5. If applications are due by December 14th, but there are still some questions about what the funds could be used for (e.g. hiring more staff) ... when will those questions be clarified by?

Response:

See question 51.

6. Can we add emails to your communication list so that multiple people in our agency will receive your updates?

Response:

Yes, let your TEFAP consultant know.

7. Will the definition of be clarified soon? It would be needed in order to plan a project and submit by the deadline.

Response:

Yes. An operation lease would not be considered real property, but a capital lease would be considered real property. This would suggest that capital leases should be avoided. Additionally, since these funds are designed to build capacity, it is unclear if operational leases would be appropriate as well, since no asset would be acquired from such a lease. Likely, leases should be avoided as an expense to this grant.

8. Does Standard Grant Agreement = "final packet"?

Response:

The Standard Agreement are the documents after the RFA; but the final packet will include the final Standard Grant Agreement.

9. Do we have to submit the completed and signed Standard Grant Agreement with the application?

Response:

No, it is currently a draft, but will need a completed and signed when the final packet goes out.

10. What is the grant \$ limit, per?

Response:

It is approximately \$101,490 per agency, although there may be an opportunity to fund some proposals over that amount if there are unspent funds.

11. Do you require separate PDFs for each form with the application submission?

Response:

No, it can be one combined PDF.

12. Are there formatting requirements for the responses to the 5 application questions? Font size? Font type? Margins? Line spacing? etc.?

Response:

No, but size font 12 is preferred.

13. Are we to disregard exhibit D and just submit Exhibit F?

Response:

No, both are needed as part of the grant agreement.

14. There is no Exhibit H in the RFP. Where would we access that?

Response:

Will remove exhibit H as it's not applicable for this grant. It will not be included in the final Standard Agreement Grant.

15. Do capacity investments have to only impact one program? Or can assets (such as a truck) be used across the food bank's multiple programs?

Response:

They can be used across multiple programs; the grant is intended to help not just TEFAP, but food insecurity in general.

16. Are signatures required on Ex D, E, F (pages 16-18 of Agreement) and Ex G (pg. 21 of Agreement)

Response:

Not yet, but they will be on the final packet.

17. On attachment A, page 2 of 3, what goes in the blank at the top of the page?

Response:

"I, the official name in Section 3 or 4 below, certify under penalty of perjury that I am duly authorized to legal bind the prospective application for the Agency Name Request for Application (RFA)".

18. Exhibit G – Drug Free Workplace – “every employee who works on the grant” – is that anyone who is paid by the grant or anyone who touches the grant activities?

Response:

This certification is required as part of the California’s Drug-Free Workplace Act of 1990, Government Code section 8350 et. Seq. Under the Act, an “employee” is defined as “the employee of a grantee or contractor directly engaged in the performance of work pursuant to the grant or contract.” (Gov’t Code section 8351(b)).

19. Did you say signatures on the Exhibit pages of the Agreement are NOT required with the application submission?

Response:

They are not required with the application but will be required when the final packet is sent out.

20. On page 4, under "note" indicates grantees will be required to participate in all CDSS joint activities and financial/data reporting systems? What are the "joint activities" and are they allowable costs for grant funds?

Response:

Will strike out of the final grant agreement.

21. Page 8, D – What is meant by “is it possible to implement incremental changes within the dollar amount of this grant”?

Response:

This language was added to allow funds to be reallocated if needed. If the proposal is over \$101,490, will the agency be able to complete the project or make incremental changes? CDSS needs to know that if there isn't enough funding for the entire proposal, that the agency is able to demonstrate efficiency from enhancements.

22. Service period – can funds be expended any time during the service period? Or do they have to be committed during the current fiscal year, but projects completed by 9/30/20?

Response:

Funds can be expended any time during the service period, but projects must be in progress no later than 7/1/19 and completed by 9/30/20.

23. What is the time frame for deciding if there will be any redistribution of funds?

Response:

CDSS will reevaluate the actual amounts spent after the first half of the year and then determine how much is available for reallocation by 9/1/18.

24. Final invoices must be submitted after 90 days after the end of each grant year or termination of the Agreement? What is considered the grant year and what is the last date that invoices can be submitted?

Response:

After each fiscal year, food banks should send their final invoice for that state fiscal year (i.e. 1/2019 – 6/2019). Agencies would have until 9/30 to close that fiscal year.

25. Is the board of resolution solely directed at agencies with a Board of Directors? Or is there an extension for agencies with a County Board of Supervisors?

Response:

The purpose of the board resolution requirement is to verify that the individual signing the GEN 1187 and applicable exhibits of the Grant Agreement has the appropriately designated signature authority. Applications can be received timely without a board resolution, that will allow CDSS to begin the administrative process while waiting for the appropriate resolution.

26. Can the resolution simply state that our board approves our application for \$100,000 for equipment and supplies for the food bank?

Response:

The resolution letter is to validate that the person acting on the Food Bank's behalf has the authority to do so, the amount doesn't necessarily have to be stated.

27. Can the resolution simply state that the board approves, but not have an amount? The board is not meeting again until Mid-January.

Response:

Please see question 26.

28. The department reserves the right to solicit additional applications. Is there any expectation of doing that?

Response:

No.

29. Will an audit be required?

Response:

Yes, please refer to Exhibit F.

30. Since audits are required, can costs be covered in part by this grant?

Response:

No.

31. Exhibit C, indicates that grantees receiving less than \$750,000 in federal funds or any state funding must submit an audit. Exhibit F seems to contradict this requirement. Which should be followed?

Response:

Exhibit F will take precedence.

32. Are amendments allow for the agreement?

Response:

Yes, but no payment will be reimbursed for work ordered/completed before amendment has been approved.

33. Will organizations serving rural/remote areas receive different consideration?

Response:

No.

34. Please provide more information on the required record keeping for the equipment purchases.

Response:

A log of the equipment purchases should be maintained by the grantee. The log should include: date of acquisition, amount, description of equipment, serial number for tracking purpose. The log should be submitted to the grant manager before the end of the term of the grant period (before releasing the final payment) and be included in the grantee's file for auditing purposes.

35. Equipment like freezers and trucks can be expected to last 10 years. Will the state maintain ownership of items purchased with the grant funds for the life of the equipment? If yes, does that mean in 10 years, grantees will need to contact CDSS in order to get rid of the equipment? What will that process look like?

Response:

Submission of the full list of equipment before the end of the term of the agreement is sufficient.

36. C.1. – “Equipment records must be maintained that must be taken and the results reconciled with the equipment records at least once every two years.” What does that mean? Do food banks have to submit something to CDSS every two years? If so, for how long?

Response:

Submission of the full list of equipment before the end of the term of the agreement is sufficient.

37. C.3. – Title vests with the state – does the state have to be listed on motor vehicle titles? Will there be a process to relieve the State from accountability at a future date?

Response:

No, but disposition of equipment (including sale or loss of property) must be approved by the Grant Manager prior to disposition throughout the life cycle of the equipment.

38. Is this entirely a reimbursement program? Will any funds be granted up-front?

Response:

Each agency may request up to a 50% cash advance and the rest will be reimbursement.

39. How does an organization get an advance?

Response:

CDSS will provide a form.

40. Is there a lower limit for how much we can request?

Response:

You can request lower than what you're allocated. Excess funds will be reallocated and redistributed.

41. Can your project exceed the \$100,000 amount?

Response:

Yes, but please provide an explanation (and proof) as to how you will raise the extra funds to complete your project.

42. If the project is more than \$100,000, do we need language in the Terms & Conditions to require proof of how you'll supplement the funds? Can we add that funds may need to be returned?

Response:

Provide information if your intent is to have an in-kind match. The proposal needs to demonstrate how the project will be completed (e.g. supplemental funding or in-kind). Unused funds may be returned – language will be added to the terms and conditions.

43. Can we build capacity for our Feeding America agencies or are we restricted to our TEFAP agencies? Can it be submitted in one large application?

Response:

Yes, as long as it's helping with food security and can be combined in one large application.

44. Can we use the funds to purchase freezers our TEFAP agencies?

Response:

Yes.

45. If they add refrigerators into a leased building, is that okay?

Response:

Yes, the legislative authority seems to accept the ability to acquire the non-external expansion capital improvements (which refrigerators, once permanently installed, would become).

46. Are there any limitations on installing equipment like refrigeration in a leased space?

Response:

See question 45.

47. Can funds be used for fundraising software, donation tracking?

Response:

Yes.

48. Is modernization allowable? I.E. We have a dying refrigeration compressor, can we utilize funds to replace?

Response:

Yes.

49. We recently installed 22,000 cubic foot of cold storage and the cost to run it is enormous. We would like to install a more energy efficient roof and solar, which would significantly lower the operating cost and open up funding for another driver. Can we use this funding to increase energy efficiency to lower operating costs for the long term?

Response:

Yes.

50. My plan is to purchase 2 new trucks, will I purchase them and be reimbursed, or will you pay them directly?

Response:

You will be able to use your cash advance to purchase them and be reimbursed with the remaining balance, up to your allocation.

51. What are the other allowable costs besides equipment? Personnel? Subs? Admin Costs? Evaluation costs?

Response:

“Capital investments needed to support the collection, storage, distribution, and other systems required to adequately serve the food insecurity needs” does not extend to admin, personnel, audits, evaluation costs. The Budget Act language “one-time capacity needs” refers only to equipment, in this case either capital or non-capital expenditures of such.

52. What if the main hinderance to expanding our reach in our county is staff. Can we use the funds to hire additional staff?

Response:

No.

53. Can the funds be used to install solar for the food bank?

Response:

Yes.

54. Can we use the funds to pay off an existing loan on a truck? We would like to trade in our fairly new truck for a larger truck to move more food... it would allow us to utilize some of the grant funds for more than just a truck purchase.

Response:

Reasonable financing costs for reasonable capital expenditures are allowable. So, in this situation, financing costs that are reasonable should be fine, especially since outright, non-depreciated acquisition costs of equipment seem to be fine.

55. I wanted to ask if we could use it to trade in our truck for a larger one....

Response:

Yes.

56. Can we use the funds to complete our commercial kitchen in a building we own?

Response:

Yes, both non-capital alterations and capital improvements (as long as they do not result in external expansion construction) are allowable.

57. Could funds be used for technology that development departments use, like Salesforce?

Response:

Yes.

58. Can funds be used towards the purchase of a warehouse?

Response:

No, you can't acquire new property with Grant funds.

59. Can we use \$ for fencing and gate to secure food?

Response:

Possibly, but would need to understand how this would support the collection, storage, distribution, and other systems required to adequately serve the food security needs.

60. Can they use to improve buildings? (i.e. solar, roofs)

Response:

Yes.

61. Only 2 bids required after \$10,000 and lowest bid under \$10,000? No bids needed under \$10,000. Please provide clarification.

Response:

Fair and Reasonable pricing is for purchases under \$10,000. After that the grantee must accept the lowest bid unless approved by the Department.

62. Are the bids for products only or services as well?

Response:

For both products and services.

63. Do they have to be sealed bids?

Response:

No, please reference page 5 of RFA.

64. What if there aren't 2 vendors in the area? Or agencies are choosing to do an aggregate order?

Response:

State the reason why you don't have bids and show that you did your due diligence in trying to get bids.

65. Is the lower bid always the one that has to be chosen?

Response:

Yes, lower bid must be chosen above \$10,000 except with prior CDSS approval.

66. Can we still apply for the grant funding for install even through the equipment has already been ordered?

Response:

No, as this seems like supplantation of food bank expenditures.

67. We are hoping to apply for a new refrigeration compressor and coils for our Cooler/Freezer. This would of course require professional installation. Does the refrigeration company need to abide by Davis-Bacon requirements related to prevailing wage?

Response:

No, the Davis Bacon Act applies only to federal contracts over a certain threshold (not applicable since these aren't federal funds), and, in addition, the state has waived many of its own procurement standards.

If you have any questions regarding this letter, please contact Nai Saechao, Food Distribution Unit Consultant, by phone at (916) 229-3335 or by email at Nailinh.Saechao@dss.ca.gov.